

5 March 1980

MEMORANDUM FOR: Chief, Production Group  
Acting Chief, Operations Group ✓  
Acting Chief, Analysis Group  
Chief, Administrative Staff  
Acting Chief, Daily Reporting Division  
Chief, Executive and Planning Staff

FROM:   
Planning Officer/Resource Allocation

SUBJECT: Reserve Release Action Plan

1. On Thursday, 13 March, AD/FBIS will brief the DDCI on how we propose to implement the actions envisaged in our Reserve Release proposal.

2. Attached is the draft format for a "Reserve Release Action Plan" which will be the basis both for the briefing of the DDCI and for tracking our progress in the months to come.

A. In the "Subject" column, I have listed each of the approved projects.

B. The "Action" column will be an outline of the milestones which will have to be met to complete the proposed project. Action officers, given in parens, are requested to review the items listed and to expand on them as necessary to reflect the steps being planned.

C. In the "Remarks" column, action officers should establish, where possible, the timeframe within which the projected action should be completed and note any progress that has already been made.

3. Please return the individual portions of the Reserve Release Action Plan to me by COB on 10 March. A dry run of the AD/FBIS' presentation will be scheduled for 12 March.

Attachment  
As stated

cc: AD/FBIS

